

अण्डमान तथा
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ANDAMAN AND NICOBAR ADMINISTRATION
SECRETARIAT

NOTIFICATION

Port Blair, dated the 20th January, 2010

No. 13/2010/F.No.16-6/2006-PW.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Govt. of India, Ministry of Home Affairs Notification No. 14/3/60-ANL dated 11th April, 1960, and in supersession of this Administration's Notification No. 171/93/F. No. 16-16/93-PW dated 31st March, 1993 and subsequent amendment Notification No. 44/94/F.No. 16-16/93-PW dated 22nd April, 1994, the Administrator, A&N Islands hereby make the following rules regulating the method of recruitment to the Group 'C' posts of Higher Grade Clerk and Lower Grade Clerk of the Amalgamated Clerical Cadre of Andaman and Nicobar Administration, namely:-

1. SHORT TITLE AND COMMENCEMENT :-

- These rules may be called the Andaman and Nicobar Administration (Amalgamated Clerical Cadre) Recruitment (Amendment) Rules, 2010.
- They shall come into force on the date of their publication in the Official Gazette.

2. NUMBER OF POSTS, CLASSIFICATION AND SCALE OF PAY :-

The number of posts, the classification and the scale of pay attached thereto shall be as specified in paras 2 to 4 of the Schedule-I to III annexed to these rules.

3. METHOD OF RECRUITMENT, AGE LIMIT AND QUALIFICATION:-

The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in paras 5 to 15 of the Schedules aforesaid.

4. DISQUALIFICATION :-

No person ,

- who has entered into or contracted a marriage with any person having a spouse living; or
- who, having a spouse living, has entered into contract a marriage with any person,

shall be eligible for appointment to the said posts:

Provided that the Administrator, Andaman and Nicobar Administration may, if satisfied, that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. POWER TO RELAX :-

Where the Administrator, Andaman and Nicobar Islands is of opinion that it is necessary or expedient so to do, he may, by order and for the reason to be recorded in writing, relax any of the provision of these rules with respect to any class or category of persons.

6. SAVINGS :-

Nothing in these rules shall affect the reservation, relaxation of age limit and other concessions required to be provided for the candidates belongs to Scheduled Castes, the Scheduled Tribes and other specified categories of person in accordance with the orders issued by the Central Government from time to time in this regard.

Lt. General (Retd.) Bhopinder Singh, PVSM, AVSM
Administrator
Andaman & Nicobar Islands.

By order and in the name of the Administrator,

Sd/-
(S.K. Nandi)
Assistant Secretary (Perl.)

SCHEDULE-I**RECRUITMENT RULES FOR THE POST OF HIGHER GRADE CLERK OF THE AC CADRE OF ANDAMAN AND NICOBAR ADMINISTRATION**

1.	Name of Post	Higher Grade Clerk
2.	Number of Posts	491 (Four hundred ninety one)* (2010) *Subject to variation dependent on the workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB-1 Rs. 5200-20200 + Grade Pay Rs. 2400
5.	Whether Selection or Non-Selection post	Non-selection
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for direct recruits	Not Applicable
8.	Educational & other qualifications required for direct recruits	Not Applicable
9.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
10.	Period of probation, if any	2 (Two) Years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption & percentage of the vacancies to be filled by various methods	100% by promotion
12.	In case of recruitment by promotion / deputation / absorption, grade from which promotion/deputation/absorption to be made	From amongst the permanent Lower Grade Clerks of AC Cadre of the A&N Administration in the Pay Scale with Grade Pay of Rs 1900 in PB-1 Rs. 5200-20200 with 8 years regular service in the grade
13.	If a DPC exists, what is its composition?	<u>Group 'C' DPC consisting of :</u> 1. Secretary (Perl.), A&N Admn. – Chairman 2. Director (Fin.), A&N Admn. – Member 3. Dy. Secretary (PWD/UD), A&N Admn. – Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable
15.	Job Description	Attached as Annexure to Schedule - I

ANNEXURE TO SCHEDULE - I

JOB DESCRIPTION FOR THE POST OF HIGHER GRADE CLERK

The duties of HGC (Dealing Clerk) shall be –

1. to enter all receipts marked to him in his Day Book and to provide file numbers in the section Diary for each receipt shown therein within 3 days of the receipt of such receipts;
2. to examine cases in the light of instructions, if any given or line of action indicated by his Section Officer or Higher Officer;
3. to seek assistance of Section Officer or Higher Officers for the disposal of work entrusted to him in case of difficulties;
4. to examine promptly all receipts marked to him and to submit them on the dues required dates;
5. to put up cases after examination to the Section Officer on the dates required and where no date is specified within 3 days of the receipt of the cases ;
6. to submit to the Branch Officer, through the Section Officer, weekly arrear statements alongwith details of files and papers which remain pending for more than 7 days;
7. to remain a Suspense and Reminder Diary for taking action on due dates. It should be checked by the Dealing Clerk at the beginning of each working day;
8. to take prompt action regarding recording of cases;
9. to keep papers and files in a tidy condition;
10. to remain a list of files he deals with and watch their movements, if the file is held up at any level for an unduly long period;
11. to comply with the instructions of the Section Officer or any Higher Officer;
12. to remain properly the standing guard file and other registers;
13. to attend to such other work as may be assigned to him by the Section Officer or any Higher Officer;
14. to utilize computer for office work.

SCHEDULE-II**RECRUITMENT RULES FOR THE POST OF LOWER GRADE CLERK OF THE AC CADRE OF ANDAMAN AND NICOBAR ADMINISTRATION**

1.	Name of Post	Lower Grade Clerk
2.	Number of Post	1274 (One thousand two hundred seventy four)* (2010) *Subject to variation dependent on the workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB-1 Rs. 5200-20200 + Grade Pay Rs. 1900
5.	Whether Selection or Non-Selection post	Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for direct recruits	18 - 33 years for Male 18 - 38 years for Female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.) Note : The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange, A&N Islands/application from candidates
8.	Educational & other qualifications required for direct recruits	Essential : (1) Pass in Senior School Certificate Examination (XIIth std) or equivalent from a recognized Board/University. Should qualify in the written competitive examination conducted by the A&N Administration/SSC (2) A typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi on manual typewriter (Or) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depression for each word) Desirable :- Computer Education.
9.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: No Educational Qualification: Yes to the extent indicated in para - 11
10.	Period of probation, if any	2 (Two) Years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption & percentage of the vacancies to be filled by various methods	(i) 90% by direct recruitment, (ii) 10% of the vacancies shall be filled from amongst the Group 'C' staff in the Grade Pay of Rs. 1800 of the A&N Administration and who possess 12 th Class pass or equivalent qualification and have rendered 3 years regular service in the grade on the basis of departmental qualifying examination The maximum age limit for eligibility for examination is 45 years (50 years of age for the ST)

		Note: If more of such employees than the number of vacancies available under Clause (ii) qualified at the examination such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination
12.	In case of recruitment by promotion / deputation / absorption, grade from which promotion/deputation/absorption to be made	As stated in para 11.
13.	If a DPC exists, what is its composition?	<u>Group 'C' DPC consisting of :</u> 1. Secretary (Perl.), A&N Admn. – Chairman 2. Director (Fin.), A&N Admn. – Member 3. Dy. Secretary, (PWD/UD), A&N Admn. – Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable
15.	Job Description	Attached as Annexure to Schedule - II

ANNEXURE TO SCHEDULE - II**JOB DESCRIPTION FOR THE POST OF LOWER GRADE CLERK**

The Following are the duties of Lower Grade Clerks entrusted with the diarising work:-

1. to place all receipts on the Section Officer's table as and when received ;
2. to submit to the officers concerned, files and receipts 'Dak Pads' for perusal at the dak stage, as directed;
3. to bring to the notice of the Section Officer any papers cases which are not received back from the officers to whom those papers cases were sent earlier at dak stage for perusal and return;
4. to enter receipts/cases to the Section Diary;
5. to distribute the receipt/cases to the Dealing Clerks to whom they have been marked, after obtaining the initials of the respective dealing clerks in the Section Diary itself ;
6. to enter file number in para 7 of the Section Diary against each entry by noting them from the Day Books of the Dealing Clerks concerned ;
7. to bring to the notice of the Section Officer, all entries in the Section Diary, against which file number could not be noted for want of information from the Dealing Clerks ;
8. to maintain File Register up-to-date;
9. to maintain File Movement Register;
10. to maintain a list of address of the Staff working in the Section Office;
11. to prepare monthly indent for stationary articles and to arrange for its collection from the Stationary clerk;
12. to arrange supply of stationary articles to the staff in the Section/Office through the Daftry/Peon;
13. to maintain proper maintenance of records kept in the section;
14. to trace out old files records as may be required by Dealing Clerks, with the held of Daftry/Peon attached to the Section/Office;
15. to maintain casual leave account of the staff working in the Section/Office under the personal supervision of the Section Officer;
16. to attend to routine typing and comparison work as may be required by the Section Officer;
17. to deal with routine receipt and files;
18. to keep Section/Office Library, if any, in proper order;
19. to maintain a Register of publications received in the Section/Office from time to time and to distribute them (including reference Books) to the Staff/Officers as and when required;
20. to initiate action for preparation of weekly Arrears Statements and Monthly Statements of case pending disposal for over a month;
21. circulation of papers among the members of the staff in the Section/Office and its recording;
22. to maintain a list of Departments/Offices under the A&N Administration;
23. correction to reference books; and
24. to attend to such other items of work as may be entrusted by the Section Officer or Higher Officer.

The Following are the duties of Lower Grade Clerks entrusted (Typist)

25. to type all matters marked to him/her either in typewriter or by word processing in Computer;
26. to maintain work sheet in the prescribed form;
27. to report Section Officer regarding the position of unfinished work at the end of the day;
28. to observe the instructions issued from time to time for the guidance of typists;
29. in case the typing work are done in typewriter machine,
 - (a) the machine should be thoroughly tested every morning before work commences.
 - (b) the machine should be thoroughly dusted and all surplus oil wiped off and the types cleaned (with type brush) and
 - (c) the typewriter should always be covered when not in use.
30. in case the typing work are done in Computer,
 - (i) the Monitor, Key Board, CPU, UPS and Printer etc should be thoroughly dusted every morning before work commences.
 - (ii) after office hours, when the computer is not in use, the computer should be switched off properly and covered.